



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Deborah A. Gist  
Commissioner  
**VACANCY NOTICE**

**AUGUST 25, 2010**

RHODE ISLAND DEPARTMENT OF EDUCATION  
DIVISION OF ACCELERATING SCHOOL PERFORMANCE  
OFFICE OF MULTIPLE PATHWAYS

**\* ADULT EDUCATION PROGRAMS SPECIALIST**  
**\$74,373 - \$90,373**

**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **SEPTEMBER 7, 2010** or until position is filed.

**APPLICATION REQUIREMENTS:**

Mail resume, cover letter, and two current letters of reference to:

Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

or email to: [lisa.vieira@ride.ri.gov](mailto:lisa.vieira@ride.ri.gov)

**PLEASE NOTE:**

Candidates selected for interview will be required to submit official transcripts.

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

*\*Subject to FTE approval and available funding*

*(Position is part of Local 2012, RIFT)*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600

**Fax** (401)222-6178

**TTY** 800-745-5555

**Voice** 800-745-6575

[www.ride.ri.gov](http://www.ride.ri.gov)

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
NON-CLASSIFIED JOB DESCRIPTION**

**TITLE:** Adult Education Programs Specialist

**GENERAL STATEMENT OF DUTIES:** To lead and support the restructuring of adult education to ensure that all adult learners and persons aged 16 and older not enrolled in a regular high school receive opportunities to achieve high standards that will allow them to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; earn a secondary credential or equivalent; and obtain the skills necessary to become full partners in the educational development of their children.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to program and professional standards.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK AND ESSENTIAL FUNCTIONS:**

To support all adult education programs in the redesign of instruction, curricula and assessment so that all adult students benefit from relevant, applied and contextual learning opportunities.

To be responsible for the leadership and technical assistance to local schools and other public and non public organizations, agencies or institutions in the development, planning, implementation, review and evaluation of adult education programs as required by policy, law and regulation.

To be a liaison to national and state organizations involved in adult education and workforce development initiatives.

To be responsible for administering GED Programs, policy implementation and supervision of GED Test Centers.

To support schools, community-based organizations and government agencies in the development, implementation and refinement of school and program improvement plans to increase achievement and performance by adult students.

To support the development and implementation of statewide and local school/program plans and activities to promote the professional development of adult education teachers and administrators in order to institute improvements to close gaps in performance by adult students.

To collaboratively build sustainable partnerships with the Department of Labor and Training, the Economic Development Corporation and organized industry clusters so that all students are provided with work-based learning opportunities.

To support the development and implementation of local school and adult education program plans and activities to carry out family literacy programs in order to help adults with their learning and to be full partners in the education of their children.

Provide timely, accurate and courteous responses to public inquiries and requests.

To participate on various committees, panels, work teams and task groups as assigned.

Perform related work as required.

## **REQUIRED QUALIFICATION**

**KNOWLEDGE AND SKILLS:** A thorough knowledge and understanding of adult education theory and programming and the demonstrated ability to apply such knowledge.

A thorough knowledge and understanding of federal funding of adult education and workforce development and the demonstrated ability to understand, interpret and apply, policy, laws and regulations.

A working knowledge of educational reform strategies with particular emphasis on the dynamics of work-based learning, the connecting links between educators and the employer community, and standards based instruction.

Skilled in translating abstract and global concepts into responsible operational plans.

Skilled in preparing grant applications, implementing and evaluating grants.

Skilled in conducting, reading and summarizing complex studies, analyzing and evaluating data, and preparing reports.

Skilled in communicating effectively both orally and in writing with various publics.

Demonstrated ability and desire to work collaboratively on a wide range of topics and issues with diverse groups of people.

Skilled in organizing and executing projects and work plans.

**EDUCATION:** A bachelor degree in education or related field with coursework in adult education, program planning, and evaluation. Masters preferred.

**EXPERIENCE:** Five to seven years employment in a responsible position coordinating administrative and educational matters related to adult education or a related field

**OR:** Any combination of education and experience that shall be substantially equivalent to the above education and experience.

Ability to speak a second language such as Spanish or Portuguese preferred.

**Must have own transportation and be available for evenings and occasionally on weekends.**

**Date: September 2005**